

# EMPLOYMENT OPPORTUNITY

## **Associate Director for Financial Assistance Policy and Communications**

*This employment opportunity will remain open until the position is filled. To ensure full consideration, applicants should submit all materials by 5 p.m. Monday, January 3, 2005.*

### **Washington Higher Education Coordinating Board**

The Higher Education Coordinating Board (HECB) is a 10-member citizen board that makes recommendations to the Legislature and Governor on higher education policy and administers all of the state's student financial assistance programs. The Board assesses the higher education needs of Washington citizenry and recommends enrollment and other policies to meet those needs. The Board is charged by state law with representing the "broad public interest above the interests of individual colleges and universities." The HECB reviews the operating and capital budget requests of the state's public colleges and universities and recommends budget priorities to the Governor and Legislature. The Board also approves new degree programs offered by the public four-year institutions of higher education and administers other postsecondary programs that serve the public

### **General Position Description**

This position has two primary responsibilities. (1) The development and evaluation of Washington State student financial assistance policy and programs. (2) Communication with financial assistance policy makers and practitioners. This position reports to the Director of Student Financial Assistance.

### **Specific Duties:**

- Works with the Director of Student Financial Assistance, the financial assistance associate directors and other Higher Education Coordinating Board staff in the development, implementation, communication, and evaluation of state student assistance programs and issues relating to the affordability of higher education.
- Works with the Director of Student Financial Assistance and the Director of Communications and Governmental Affairs to develop and maintain an ongoing communication strategy with parties interested in financial assistance issues. Interested parties include but are not limited to the institutions of higher education, the executive branch of state government, the Legislature, the Council of Presidents, the State Board for Community and Technical Colleges, the Independent Colleges of Washington, and the Washington Association of Private Career Schools and Colleges.
- Works as a part of the Student Financial Assistance team to develop and enhance administrative procedures.
- Produces a periodic electronic financial assistance newsletter.
- As needed, represents the Higher Education Coordinating Board to colleges and universities, agencies, the legislature, professional organizations and other stakeholders.

- Is responsible for the daily operations of the division in the absence of the Director.

## Minimum Qualifications

Education: Bachelor's degree from an accredited college or university in public administration, business or related field. Master's degree in associated content area preferred.

Experience, Skills and Knowledge:

- Five years senior level policy experience related and/or five years senior level experience as a financial assistance administrator.
- Outstanding written, oral, listening and interpersonal communication skills.
- Ability to understand and convey complex issues orally and in writing.
- Proven ability to develop, implement, and evaluate programs.
- An understanding of the legislative and statutory process.
- Knowledge of higher education issues.
- Demonstrated success in collaborative approaches to work.
- Excellent attention to detail.
- Ability to encourage, support, and implement agency effectiveness strategies.
- Strong moral, professional, and ethical values.

## Desirable Qualities

- Innovative
- Sense of humor
- Collaborative
- High standard of excellence for all work products

## Salary and Benefits

The annual salary for this position is \$73,000 - \$76,000 depending upon qualifications and experience. Benefits include support for continued professional development, comprehensive health and insurance provisions, federal Social Security and state retirement contributions, vacation and sick leave. This is an exempt position.

## How to Apply

*To be considered for this position, you must possess the minimum qualifications listed above and submit a complete application package, which must include the following:*

1. **Letter of Application.** Letter of application that **specifically** addresses how your background qualifies you to perform the responsibilities described in this announcement and how you meet the skills, knowledge and abilities listed.
2. **Resume.** A current resume, including work experience and education.
3. **References.** Names, current addresses, and telephone numbers of three employment references.
4. **Information Release Form.**
5. **Affirmative Action Form (optional).**

*Initial screening will be based solely on the information contained in your application. You should keep a copy of your application for your files.*

Submit your completed application to:

Kerri McConnell  
Administrative Assistant  
Washington Higher Education Coordinating Board  
917 Lakeridge Way SW  
P.O. Box 43430  
Olympia, Washington 98504-3430

This position is opened until filled. Applications will be reviewed as they are received. To ensure full consideration, application material must be submitted to the HECB by January 3, 2005. Applications may be mailed or delivered to the above address, or faxed to (360) 704-6257. They may also be submitted in electronic format to: [humanresources@hecb.wa.gov](mailto:humanresources@hecb.wa.gov), please type "Associate Director/ Financial Assistance" in the subject line.

*The Higher Education Coordinating Board is an equal opportunity/affirmative action employer and is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance. Please contact us at 360-753-7802 as early as possible regarding any assistance you may require.*



## **AUTHORIZATION TO RELEASE INFORMATION**

As an applicant for a position with the Higher Education Coordinating Board, I am required to furnish information for use in determining my qualifications. In this connection, I hereby authorize the Higher Education Coordinating Board to make inquiries regarding my education, work experience and references, unless otherwise stated below. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they give.

A photocopy of this release form will be valid as an original thereof, even though the said photograph does not contain an original writing of my signature.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Affirmative Action Data Sheet

Please complete and return this form with your employment application package.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Check the item that best describes how you heard about this position.

<input type="checkbox"/> Friend or neighbor	<input type="checkbox"/> HECB Job line/ Web site	<input type="checkbox"/> Newspaper or other publication*
<input type="checkbox"/> Department of Personnel		
<input type="checkbox"/> Other State Agency*	<input type="checkbox"/> Other	<input type="checkbox"/> An organization electronic notice*

\*Please specify web site, organization, newspaper, publication or "other" source here:

The Higher Education Coordinating Board is an equal opportunity employer. The Board's state-approved Affirmative Action Program seeks to ensure that employment opportunity information reaches all qualified potential candidates, including African Americans, American Indians/Alaskan Natives, Asians/Pacific Islanders, Caucasians, Hispanics, women, men, persons age 40 and over, persons with disabilities, disabled veterans, and Vietnam era veterans. To implement this program more successfully, the Board requests that you provide the following information. Submission of this statistical information is voluntary; failure to complete this portion of the form will not adversely affect your candidacy for employment.

*This information will be separated from your application and handled confidentially*

Please check any/all of the following that apply:

<input type="checkbox"/> Male	<input type="checkbox"/> African American/Black	<input type="checkbox"/> Vietnam Era Veteran
<input type="checkbox"/> Female	<input type="checkbox"/> Asian/Pacific Islander	(served 180 days or more between 2/28/61
<input type="checkbox"/> Age 40 or older	<input type="checkbox"/> Caucasian/White	and 5/7/75 and does not have a
<input type="checkbox"/> Person with a disability	<input type="checkbox"/> Hispanic/Latino	dishonorable discharge)
	<input type="checkbox"/> Native	<input type="checkbox"/> Special Disabled Veteran
	American/American	(30% or more disability)
	Indian/Alaska Native	